

STATE OF GEORGIA
RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION # 950412-01

Sheet: 1 of 1

Schedule Number: 95-0028

Effective Date: 09/20/95

Supersedes Schedule Number: 81-124A

Effective Date: 03/04/87

Agency Code: 0408-011

Agency: Office of Commissioner of Insurance

Creating Office: Insurance Division
Regulatory Services

Series

Title/Dates: Annual Statements - Foreign Companies 1969 - Present

Access: Open Record

Class: Individual

Function Documented: Licensure of insurance companies and the monitoring of their financial condition.
Insurance companies are required to file with this section annually.

Consists of: Annual financial statements from individual foreign (those companies incorporated outside Georgia) insurance companies. See Schedule 95-0029 for Domestic Annual Statements.

Note: Information is stored electronically by the National Association of Insurance.

Arrangement: By insurance categories (life, casualty, health, property, title, self-insured workers compensation groups and self-insured auto groups) thereunder alphabetically by company name.

Media: Paper


Retention Requirements: Hold ten (10) years for administrative purposes.

Disposition Instructions: Cut off file series at end of each calendar year.
Hold in current files area one (1) year.
Transfer to local holding area three (3) years.
Transfer to State Records Center and hold seven (7) years.
Destroy.

The State Records Committee has approved these disposition instructions for the records series described in the attached records retention schedule application and in this profile.



Edward Weldon
Secretary of State Designee



Date



4657-39 > 17

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Comptroller General Insurance Department/Regulatory Laws Division State Capitol, Room 236 Atlanta, Georgia 30334	Application Number 81-124	
Application Number		Date Received 1-23-81	Date Completed FEB 18 1981
2. Person to Contact Mary Jane Johnston		Working Title Administrative Clerk	Telephone Number 656-2074
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-85-A Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest To DATE	5. Records Series Title (followed by title used in office, if different) INSURANCE COMPANY ANNUAL STATEMENTS FILES		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Comptroller General is responsible for regulating insurance companies and for administering insurance-related laws; supervising and licensing loan companies making loans of \$2,500.00 or less; and enforcing the State's Fire Safety laws and Mobile Home Sales Regulations. The Insurance Division supervises insurance companies and agents, collects premium taxes, examines policy forms and policy rates, and administers insurance-related laws. The Division also licenses agents and companies and investigates consumer complaints. The Regulatory Laws Division administers insurance-related laws, appraises annual statements from companies to determine financial stability and compliance with laws and regulations.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: collecting and auditing premium taxes of foreign (those companies incorporated outside of Georgia) and domestic (those companies incorporated in Georgia) Life/Accident/Sickness and Casualty companies doing business in Georgia. Included are: INSURANCE COMPANY ANNUAL STATEMENTS FILES—Documents relating to reviewing insurance company annual statements. Included are Application for Renewal of Certificate of Authority (GID-10); Appointment of Attorney-in-Fact (GID-3); Certificates of Compliance; deposit and valuation from Home State Tax forms and correspondence to and from insurance companies required regarding discrepancies in tax filing; Files are arranged by type of insurance company; thereunder by foreign and domestic companies; thereunder alphabetically by name of company. (We are removing forms GID-12, 12A, 13, 14, 15, and 17 from this file and File is arranged: establishing new retention schedules.) Alphabetically by Life companies and alphabetically by Casualty companies.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>0</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>2</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers <u>1</u> ; Shelves <u>1</u> ; Other (specify) <u>1</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☒ Other See Below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

- A. Transfer Fire and Casualty, Title, Fraternal and Non-Profit Association companies files to State Archives; then hold for 25 years.
- B. Hold Life Insurance Company Files in the current files area 1 year; then transfer to State Archives; then hold for 24 years. At the end of the 25th year period after cut off, the State Archives will destroy files for all foreign companies (i.e. companies domiciled in States other than Georgia). Files for all domestic companies (i.e. companies domiciled in Georgia) will be retained permanently in the State Archives.
- C. For companies in liquidation - upon notification of insolvency, remove file from Insurance Company Annual Statement Files and place in Receivership File.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ralph W. Long</i>	<i>2-4-81</i>	<i>Fred Anderson</i>	<i>2-5-81</i>
81-124		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		<i>[Signature]</i>	<i>2-16-81</i>
		Secretary of State/Designee	Date
		<i>Carolee Hart</i>	<i>2-13-81</i>
		Attorney General/Designee	Date
		<i>[Signature]</i>	<i>2-16-81</i>

STATE OF GEORGIA
RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION # 950412-01

Sheet: 1 of 1

Schedule Number: 95-0028

Effective Date: 09/20/95

Supersedes Schedule Number: 81-124A

Effective Date: 03/04/87

Agency Code: 0408-011

Agency: Office of Commissioner of Insurance

Creating Office: Insurance Division
Regulatory Services

Series

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Class: Individual

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Note: Information is stored electronically by the National Association of Insurance.

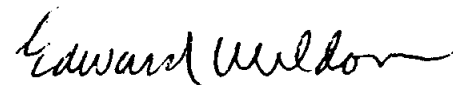
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Edward Weldon
Secretary of State Designee


Date

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Edward Weldon
Secretary of State Designee

Date



Secretary of State
Department of Archives and History
330 Capitol Avenue, S.E.
Atlanta, Georgia 30334

Max Cleland
SECRETARY OF STATE
(404) 656-2881

Edward Weldon
DIRECTOR
(404) 656-2358
INFORMATION (404) 656-2393
FAX (404) 657-8427

MEMORANDUM

TO: State Records Committee Members

FROM: State Records Committee Support Staff

DATE: September 20, 1995

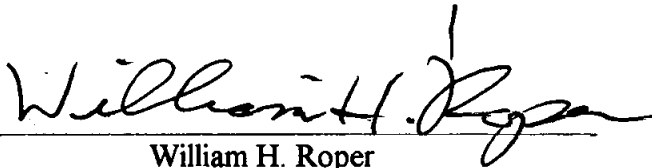
SUBJECT: Recommendation to Approve Office of Commissioner
of Insurance Record Retention Application.

This application reduces the retention period for Annual Statements - Foreign Companies. The Regulatory Services Section of the Office of Commissioner of Insurance has determined the administrative need for this record series is ten (10) years. The information is maintained electronically through the National Association of Insurance, and the state of residence for each foreign company.

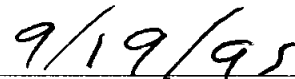
We recommend that the State Records Committee approve this application.

If you approve of the intent of this application, please sign below. When a quorum (three members) has approved, Edward Weldon, Committee Chairman Designee will sign the record copy of the application for distribution.

If you wish additional information about the function or the imaging system, please annotate the application(s) and return to us unsigned.



William H. Roper
Governor's Designee


Date

Attachment: Schedule App: 950412-01



Secretary of State
Department of Archives and History
330 Capitol Avenue, S.E.
Atlanta, Georgia 30334

Max Cleland
SECRETARY OF STATE
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Paul Mason
Governor's Appointee

9/29/95
Date

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Secretary of State
Department of Archives and History
330 Capitol Avenue, S.E.
Atlanta, Georgia 30334

Max Cleland
SECRETARY OF STATE
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Claude Vickers
State Auditor

Date

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